



Dear colleagues:

I wanted to follow up with all of you regarding the chancellor's message on the university's operations over the near term. First and most importantly, the campus will make an orderly transition to remote teaching modalities for all our classes. That transition has three stages, all of which may be moved up more quickly by campus administration should circumstances warrant.

### **Stage 1: March 11-15, 2020**

- Those in instructional roles who are already prepared to transition to teaching in remote modality should do so as soon as possible, but no later than Monday, March 16.
- The steps to begin remote instruction are as follows:
  - Notify the department chair of plans to move to remote instruction.
  - Communicate to students about how and when the transition to remote teaching will take place, and what coursework (assignments, grading, etc.) will look like within this modality.
  - Begin remote teaching.
- **All courses must be taught remotely beginning no later than March 30, 2020. Those in instructional roles who need more time to effect the transition into remote teaching should make plans and seek advice as needed during the week of March 11-15.**
- Someone who is not the instructor of record for a course (for example, a TA leading a recitation section) should work with the instructor of record, who is responsible for taking the course into remote mode. All recitation sections must move into remote delivery at the same time as the course.
- Office hours may be held face-to-face or remotely during the week of March 11-15.

### **Stage 2: March 16-20, 2020**

Face-to-face instruction and office hours will cease beginning March 16, but teaching will continue. Instruction will continue in two distinct ways during the week of March 16-20:

1. Those in instructional roles who have already transitioned to remote teaching modalities will be teaching and holding office hours remotely as of Monday, March 16. Office hours should be held remotely during the week of March 16-20. This includes all exams and grading. See [www.colorado.edu/coronavirus](http://www.colorado.edu/coronavirus) for options for giving exams remotely.
2. **Those who are transitioning their instruction to remote teaching will cease face-to-face instruction but should still give students coursework to complete during the week of March 16-20, even if they are not yet set up for remote teaching.** For example, instructors who intend to give online

lectures, but are not yet set up to do so, may provide reading material and ask students to answer discussion sections.

3. **Those in this group who have an exam scheduled in their courses during the week of March 16-20 have three options.**
  - (a) Give the exam through Canvas at the time scheduled;
  - (b) reschedule the exam to be given on Canvas during the week of March 30; or
  - (c) plan an alternative assignment to be due during the week of March 30.

See [www.colorado.edu/coronavirus](http://www.colorado.edu/coronavirus) for options for giving exams remotely or planning an alternative assignment. Communicate all coursework and exam plans to students as soon as possible.

**Note:** The week of March 16-20 serves as a period to test and guarantee our online teaching capacity, such that by March 30, our systems are in full support mode for remote teaching and learning.

### **Stage 3: March 21-30, 2020**

- **Department chairs are responsible for ensuring that all those in instructional roles are prepared to transition fully to remote modality no later than March 30.** If necessary, deans of colleges and schools should personally follow up with unprepared instructional faculty.
- **As of March 30, all courses will be taught remotely.**

Please refer to the FAQs on the [www.colorado.edu/coronavirus](http://www.colorado.edu/coronavirus) webpage for more information about moving to remote teaching. These FAQs will be updated on an ongoing basis to provide additional guidance. If you have questions after reading the FAQs, please direct them as follows:

- For questions about the technological platforms for remote teaching, contact the Office of Information Technology at [oithelp@colorado.edu](mailto:oithelp@colorado.edu).
- For other questions, please use the form on the [www.colorado.edu/coronavirus](http://www.colorado.edu/coronavirus) webpage.
- I also recommend staying in close touch with your department chairs in making the transition to remote teaching.

In closing, I recognize this move represents a challenge for our instructors and for the academic continuity of our campus. The success of our students depends on your continued efforts, creativity and flexibility during this challenging time, and I know that each of you is up to the task.

Thank you for your dedication, professionalism and commitment to teaching and learning at CU Boulder.

Sincerely,

Russell Moore  
Provost